

Form RD 2045-4
(Rev. 2-99)

U.S. Department of Agriculture
Rural Development

QUARTERLY REPORT ON EEO

Fiscal Year _____ Quarter _____

1. Name and Address of Office

2. Name of Person Preparing Report:

Telephone Number:

Please respond to the following questions in brief narrative.

3.

4.

RD 2045-4 (Rev. 2-99)

The Quarterly Report on EEO will be required from each State and the Finance Office and will cover a variety of their EEO program efforts.

The report will enable the National EEO Office to assess EEO activities in the field and to provide assistance wherever needed.

The Quarterly Report on EEO will be due 30 days after each State and the Finance Office receive their new questions.

(see reverse)

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|---------------------------|---|
| PROCEDURE FOR PREPARATION | : <u>RD Instruction 2045-X.</u> |
| PREPARE BY | : Administrative Officers. |
| NUMBER OF COPIES | : Original and one. |
| SIGNATURES REQUIRED | : State Director/Director, Finance Office. |
| DISTRIBUTION OF COPIES | : National Office, EEO Coordinator. Originator's copy. |

REVERSE OF FORM RD 2045-4

5. _____

6. _____

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| Signature of Approving Official (State Director, Assistant Administrator Accounting and Director, Finance Office) | Date |
|--|------|